



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>3/28/1974</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>4/1/74</b> <b>74-105</b> <b>4/5/74</b>	
2. Agency Application No. <b>EPD-9</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources Environmental Protection Div., Air Quality Control 406 Agriculture Building Atlanta, Georgia</b>		4. Person to Contact <b>Mr. Gordon J. Gridley</b>	
				5. Working Title <b>Assist. to Chief</b>	6. Tel. No. <b>656-4867</b>
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>1965-date</b>		9. Exact Series Title <b>AIR QUALITY CONTROL APPLICATION FOR FEDERAL GRANT FILE</b>			
10. What is the function of the office in which this record series is created?  The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to: the annual application for Federal funds to supplement the operating budget for State air quality control programs. The Air Quality Control section applies for and receives annually a single Federal grant.  Included are: Application for Federal Assistance (EPA Form 5700-12); Assurance of Compliance with HEW Civil Rights Act of 1964 (HEW Form 441); Comments and Recommendations of State, Metropolitan, or Regional Planning Agencies (Form R04-1499-64); Project Approval and Information form (OMB 8000186); program progress reports to EPA; Fiscal Data Sheet; Grant Objective Performance Evaluation Data; Federal Grant Agreement and Conditions (EPA Form 5700-20); Annual Report of Expenditures (Form NAPCA HQ. 39); correspondence; and related technical and administrative documents  File is arranged: by grant application.      All documentation for the grant application is retained in a single file.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		2	3	.05	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s)      In Storage Area(s)	
				This Year's      Last Year's      Preceding Year's      All Prior Years'	
				AVERAGE DAILY REFERENCE	
				25      5      0      0	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? (see # 24)       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

24. REQUIREMENTS. The following requires the files to be kept permanently.

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☒ FEDERAL LAW    e. ADMINISTRATIVE DECISION    f. ☒ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Records related to Federal Grant Applications and funds must be retained 3 years after final payment: Guide to Record Retention Requirements, XVIII, 1.1

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☐ Destroy ~~after~~ immediately after cut-off ~~for~~ for \_\_\_\_\_ year(s) ~~after~~ after \_\_\_\_\_ year(s):  
☒ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off ~~for~~ for \_\_\_\_\_ year(s) ~~after~~ after \_\_\_\_\_ year(s):  
☐ Other: (Specify) \_\_\_\_\_

This record series does document the objectives and goals of the Air Quality section of the Department and should be considered for permanent retention for historical purposes.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John Dean</i>	Date <i>3/25/74</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Richardson</i>	<i>3-28-74</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	<i>4-4-74</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carol Hart</i>	<i>4-3-74</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>M. J. Hall</i>	<i>4-4-74</i>

STATE RECORDS  
COMMITTEE